

Public Body: Planning and Construction

Date: June 19, 2018

Time: 4:30 p.m.

Location: Town Hall, Room 204

## MINUTES

Present: Jean Wall, Chair; Members Nancy Hazard, John Andrews, Susan Hollins.

Also Present: Carole Collins, city administrator.

Call to Order: 4:38 p.m.

1. Discussion of May 15, 2018, minutes and all the ideas and questions captured. Motion by NH; 2<sup>nd</sup> JA. To approve minutes of May 15, 2018. Passed.
2. Discussion of clarifying role and responsibilities of Planning and Construction, with clearer purpose and fit with other town structures and timelines.

\*Request to look at other P&C committees in other cities,

-who are key players on P&C committees?

-what is the role of the P&C?

-how is the P&C defined?

-what is the reach of P&C—all capital projects and borrowing?  
Sidewalks? Infrastructure?

\*SH Volunteered to research other towns and how their Planning and Construction Committee has recommendations that move forward to Capital Improvement Budgets.

\*Important to have a group who cares about and knows something about infrastructure

\*P&C could be a resource to City Council when making decisions,

\*Building stabilization fund Should better understood

\*2018 is a good year to organize for the future—pulling different sets of information together in a 20-year flexible plan

\*it would be helpful to P&C to have more information on borrowing, including projects whose borrowing obligation ends, what year, and what annual amount is then released? Discussion that this could be

really helpful for long-range planning around capital borrowing, longer than 5-years, to help plan for consistent borrowing levels.

### 3. Suggestions regarding P & C role

- a. Create and annually update 20-year P & C plan
- b. Stay abreast of information on capital borrowing (in budget book)
- c. P & C not have day-to-day oversight as a duty; but follow projects
- d. One rep from P&C on each building committee or building project which would help P&C stay abreast of these projects
- e. On P&C website page, have links to the various construction project sites with their minutes and updates,
- f. P&C could, in its articulated long-term plan, incorporate the various capital borrowing plans of city departments
- g. Create an annual agenda calendar that ties into date-specific city decisions about borrowing, tax rate, capital project proposals, e.g.
  - July: review P&C in other cities; look at 5-year CIP along with Carole's building profiles and begin discussion of 20-year plan
  - August: Capital borrowing; When diff. project borrowings end and Amount feed up; 5-10-year history of capital borrowing/rates
  - September: P&C city web page—adding links to project information; Perhaps resource file for articles on Smart Growth and Smart Financial approaches to city capital expenses
  - October-November—specific topics, e.g roofs, floors, solar

### 4. Updates

- \*Library—grant will fund 9.4 million of \$20-million project, actual may be \$18 million. Foundation hopes to raise \$2 million. Dan Pelotti has offered to consult. Jean and Carol involved.
- \*Parking Garage: John A visited. Excellent site management. Current issues—signage, security, car chargers (Carol checking for grant).
- \*John Zon Center—issue with roof—some air leakage. Issue is whose responsibility and who will pay for the redo. Another issue is landscaping—plants dying on Davis Street. Will be replac
- \*Town Hall—roof finished.
- \*Solar Initiative. Looking at John Zon Community Center, four schools (FS, GR, GMS, GHS, maybe 4Cs.

\*Bendix Property...being sold. EPA involved now with any clean-up concerns. GPS Subcom on Facilities should be apprised.

5. Adjournment at 5:50 p.m.

S. Hollins submitting minutes.